

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**First Floor Conference Room, Oneida County Courthouse**  
**November 11, 2015**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Carol Pederson, Sonny Paszak, Billy Fried, Dave Hintz

**ALSO PRESENT:** Lisa Charbarneau (Labor Relations/Employee Services); Jenni Lueneburg (secretary), Mary Rideout (Social Services); Tammy Walters (Veteran Services); Freeman Bennett (Highway); Linda Conlon (Public Health); Dan Hess (Sheriff's Department); Margie Sorenson (Finance); Bill Freudenberg (County Board)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1<sup>st</sup> Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Paszak to approve the agenda for today's meeting. Second by Hintz. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Pederson to approve the minutes of the October 21<sup>st</sup> meeting. Second by Fried. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Brief discussion held on vouchers and bills presented. Motion by Hintz to approve the bills and vouchers as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

**ECONOMIC SUPPORT SPECIALIST VACANCY REVIEW APPEAL**

Rideout reports that one of the Social Services's Economic Support Specialists returned to their position at the Sheriff's Office. Rideout described the duties of this position and explained position funding. Rideout states there is a high workload for this position due to a high percentage of Oneida County residents on benefits. Brief discussion held on plans for filling the position. Motion by Paszak to approve this position. Second by Pederson. All members present voting 'Aye'. Motion carried.

**ASSISTANT VETERAN SERVICE OFFICER COMPENSATION**

Charbarneau discussed her meeting with Walters in regards to the job description duties and compensation details for the Assistant Veteran Service Officer position; brief discussion held. Motion made by Cushing to proceed with this position at the current pay grade. Second by Hintz. Charbarneau explained that the pay grade was determined based on the veteran status, education and experience requirements of the position in accordance with where it fell on the Carlson-Dettman wage plan. Discussion held on the committee needing to bring deviations of the wage plan to the County Board for approval. Charbarneau provided further explanation on how pay levels are determined on the Carlson-Dettman wage study plan and noted that the Assistant Veteran Service Officer position was upgraded during the last wage study. Walters confirmed that the person in this position now needs to be a veteran. Walters discussed funding for this position and the Veteran Service office. Committee voted on motion; all members present voting 'Aye'. Motion carried.

### **PHOTO ID BADGE POLICY**

Charbarneau states she brought the Employee ID policy to department heads for input and is now bringing the final policy to the Committee for approval. The Committee discussed and agreed that photo ID's should also be issued to elected officials of Oneida County. Motion by Hintz to approve and to amend the policy to add elected officials. Second by Paszak. All members present voting 'Aye'. Motion carried.

### **EMPLOYEE VOLUNTARY BENEFITS**

Charbarneau states this Committee has discussed voluntary benefits in the past and the local AFLAC representative has now approached Charbarneau regarding several voluntary benefit programs they would like to offer to Oneida County employees. Charbarneau notes these programs would cost the county nothing. The AFLAC representative would come to the Courthouse to meet with employees to discuss the programs offered and help interested employees sign up for the benefits. Brief discussion led by Hintz on other voluntary benefit programs available. Fried voiced concerns about going with one vendor for these benefits and this may lead to other vendors wanting to come in as well. Fried feels it would be better if the vendor would offer a discount but employees would need to approach the vendor off county grounds if they wanted more information or to sign up for the programs offered. Charbarneau agrees that the county has been approached by many vendors over the years. Motion by Fried to take this discussion back to the vendor and bring back to the committee for further review if deemed necessary. Second by Hintz. All members present voting 'Aye'. Motion carried.

### **MECHANIC/EQUIPMENT OPERATOR VACANCY REVIEW APPEAL**

Charbarneau reports that Bennett will soon have a vacancy due to one of his employees being offered a position with a township. Bennett reports that the employee's last day is November 17<sup>th</sup>. Bennett states the previous eligibility list is still in place and there are applicants still on the list that can be contacted. Charbarneau reports that an employee of the Oneida County Sheriff's Office is interested in taking this position. Filling this vacancy will be reviewed by the Highway Committee at their meeting tomorrow. Bennett notes that, if approved, this will be the fifth new employee his department will be training this year and the training takes quite a bit of time. Brief discussion held on the training process and pay/benefits offered by the townships. Motion by Paszak to approve filling the Mechanic/Equipment Operator position contingent on approval by the Highway Committee. Second by Pederson. All members present voting 'Aye'. Motion carried.

### **CLOSED SESSION**

Motion by Hintz, second by Paszak to adjourn into closed session as stated by the Chairman in pursuant to Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility (Topics: Law Enforcement Administration compensation, Mechanic/Equipment Operator compensation, Account Technician Support compensation and Human Resources Director goal review) and Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. (Topic: Deputy Association Bargaining)

Roll call vote taken; all members voting 'Aye'. Committee went into closed session at 10:03 a.m.

Staff present in closed session: Charbarneau, Bennett, Hess, Freudenberg, Conlon and Lueneburg

### **RETURN TO OPEN SESSION**

Motion by Paszak to return to open session. Second by Pederson. Roll call vote taken with all voting in the affirmative. Motion carried. Committee returned to open session at 10:44 a.m.

Cushing announced action done in closed session as follows:

- Motion by Cushing, second by Pederson to start the new Highway employee at the control point. Roll call vote taken with all committee members voting in the affirmative.
- Motion by Paszak, second by Pederson to approve the starting wage at the Control Point for the employee offered the Account Technician/Support position. Roll call vote taken with all committee members voting in the affirmative.
- Motion by Hintz, second by Cushing to offer 10 days PTO to the newly hired RMS Support Specialist employee at their hire date. Roll call vote taken; Cushing, Hintz, Pederson and Paszak voted 'Aye' and Fried voted 'Nay'. Motion carried.
- Human Resource Director's 2014/2015 goals were reviewed and approved by committee.

### **PAID TIME OFF POLICY**

To be discussed at November 23<sup>rd</sup> meeting.

### **CHAPTER 4 – COUNTY CODE**

To be discussed at November 23<sup>rd</sup> meeting.

### **COMP TIME REVIEW – SALARIED STAFF**

Charbarneau reports that department heads are to forward comp time reports to her for review. Not all departments have comp time but the ones that do have forwarded there reports. Charbarneau states all but one department has been following the policy and this will be addressed. Charbarneau asked the committee how they would like to proceed with these reports and provided possible options. Cushing feels Charbarneau will let the committee know if departments are or aren't following the policy and indicate when further action is needed. Further discussion held. Committee agrees that the committee of jurisdiction should review these reports and handle any issues prior to the reports being submitted to Charbarneau.

### **WELLNESS/HEALTH UPDATES**

Lueneburg states that Employee In-service went well. Lueneburg reports that employees are also getting ready to participate in the GHT Holiday Challenge which encourages healthy eating habits and exercise over the holiday season.

### **OUT-OF-COUNTY TRAVEL**

None

### **Future meeting dates**

November 23, 2015 at 9:00 a.m.

December 9, 2015 at 9:00 a.m.

### **Future agenda topics**

Paid Time Off Policy

County Code – Chapter 4 review

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Motion by Cushing to adjourn. Second by Pederson. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:53 a.m.

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Ted Cushing, Chairman

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Date

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Jennifer Lueneburg, Committee Secretary

\_\_\_\_\_  
Date

DRAFT